

## Eleventh Circuit U.S. Court of Appeals How to Find a Case Handler and Phone Number

1. If you need to contact a docket clerk (Case Handler), open the docket sheet for this case through PACER.
2. The docket clerk's name and phone number for this case is located in the top right corner of the docket sheet. (e.g. **Denise E. O'Guin, (404) 335-6188**) (See Figure 1)

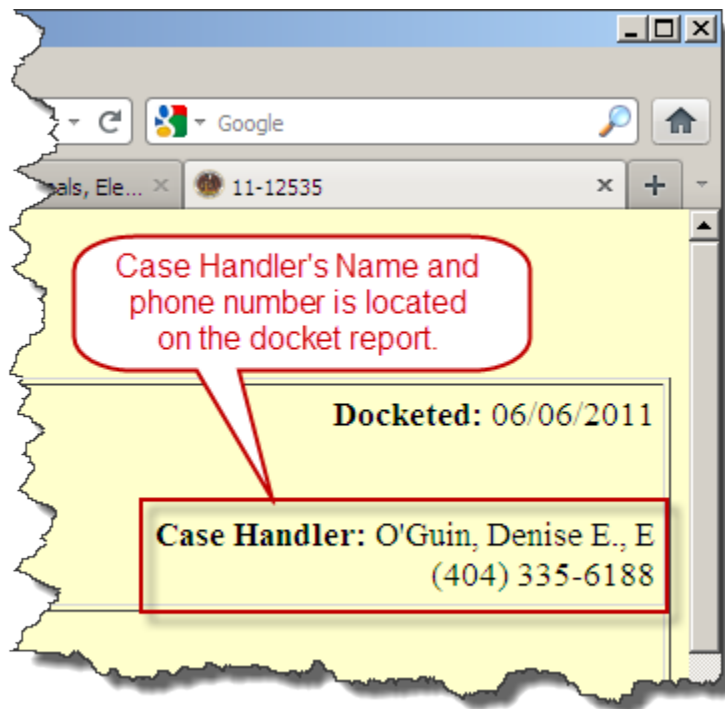
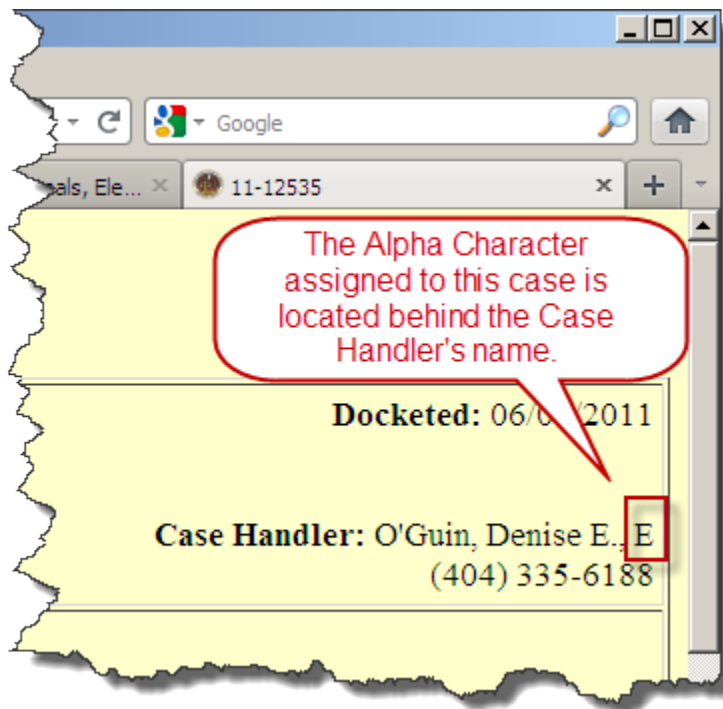


Figure 1 – Docket Clerk's Name and Phone Number on the Docket Sheet

3. The Alpha Character for this case is located behind the Case Handler's name. This Alpha Character should be added at the end of all case numbers when filing a document. (e.g. "E") (See Figure 2)



4. The **Case Management Section** phone number may be contacted when the docket clerk is not available. You can find this phone number by using the alpha character for this case. (See Figure 6)

5. To access the Clerks Office Directory, open this Court's website, <http://www.ca11.uscourts.gov/> (See Figure 3)

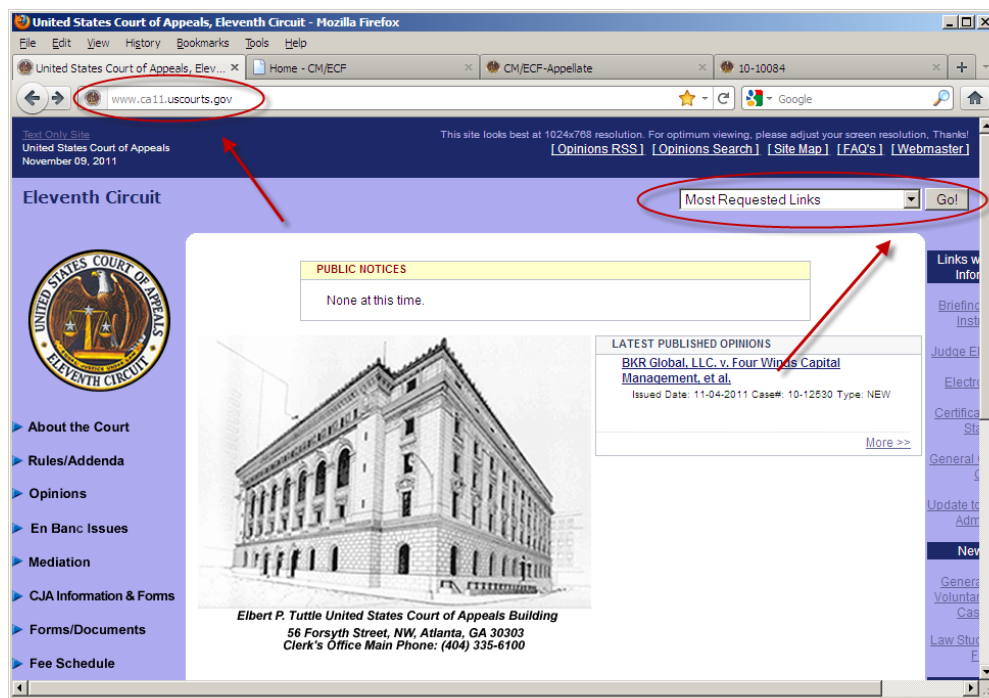


Figure 3 – This Court's Website

6. Select "Clerk's Office" from the "Most Popular Links" dropdown list, and click the **Go** button. (See Figure 4)

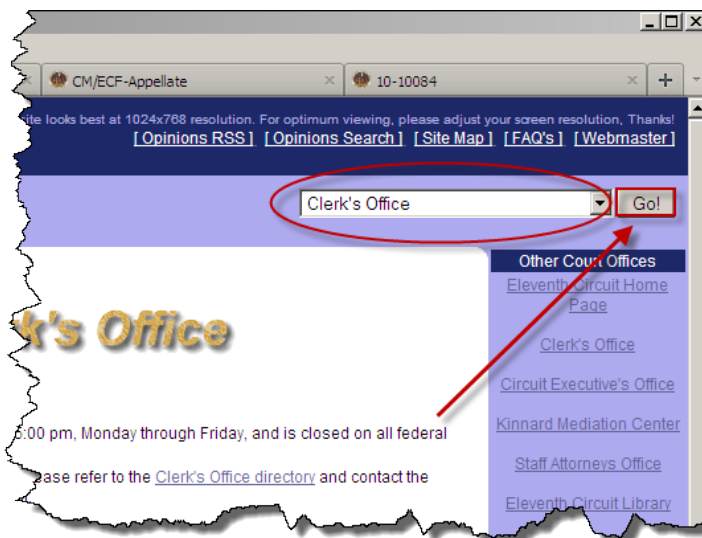


Figure 4 – Clerk's Office

7. Select “**Clerk’s Office Directory**”. (See Figure 5)



Figure 5 – Clerk’s Office Directory

8. Using this **Clerk’s Office Directory**, look for the Alpha Character assigned to this case. The clerk’s office is divided into 3 sections. Select the phone number for this Alpha Character. (See Figure 6)

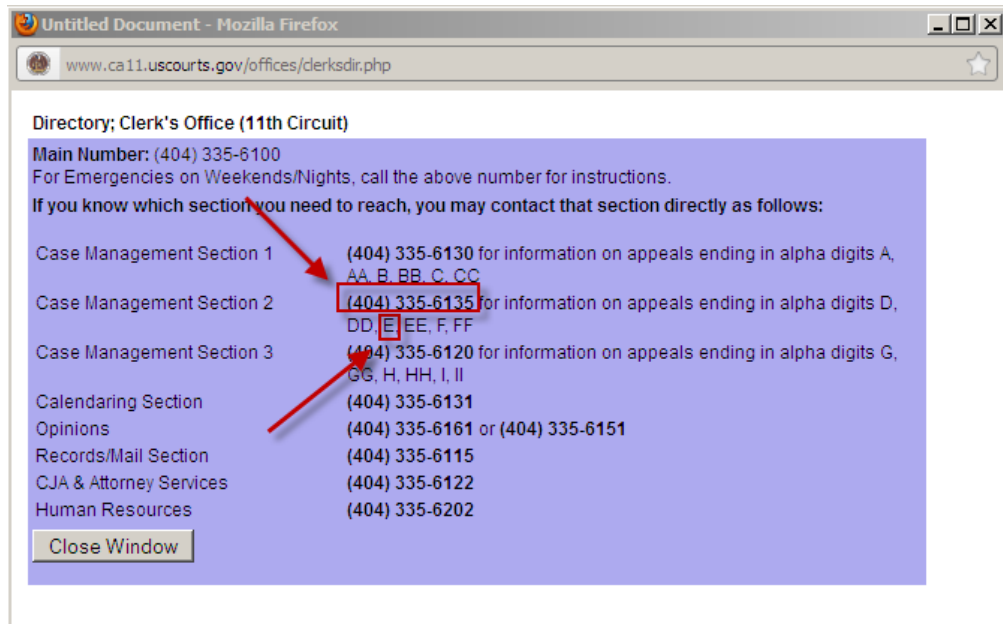


Figure 6 – Team (Section) Phone Numbers